



VOLUNTARY DEFERRED COMPENSATION PLAN PAYCHECK DEDUCTION CHANGE REQUEST FORM

This **is not** an enrollment form. Please inquire with Deferred Compensation staff if you do not already have a Voluntary Deferred Compensation Plan account with ING.

Print Name: _____ **Employee ID#:** _____
(Please print clearly, using your full **legal name** as reflected on your paycheck.)

Department: _____ **Work Phone:** _____

Please change my bi-weekly payroll deduction for the Voluntary Deferred Compensation Plan as shown below:

CURRENT DEDUCTION	NEW DEDUCTION

Pay Period Change is to be Effective: _____
(See back of this form for when changes can take effect.)

Signature: _____ **Date:** _____

Changes to your current deferral amount (increases or decreases) can be made through eWay at <http://www.csj.gov/eway> and will be effective on your paycheck of the following month.

You can't stop or re-start deductions through E-way. If you wish to **STOP** or **RE-START** your deductions, you may complete this form or e-mail your request to DeferredCompensation@sanjoseca.gov

Deferral Options	2009 Annual Limit	When Can I Start?
Save	\$16,500.00	Anytime
Catch-Up Age 50	\$22,000.00	The year in which you turn age 50
Special Catch-Up*	\$33,000.00	Within 3 years of normal retirement age

* If you did not defer the maximum amounts for any plan year after 1978, you will be eligible to take advantage of the higher Special Catch-Up limit. Please contact the Deferred Compensation staff for more information about how to enroll.

Mail/Route/Fax Your Completed Form To:

City of San Jose
200 East Santa Clara Street, Wing, 2nd Floor
San Jose, CA 95113
Attn: Deferred Compensation
Voice (408) 975-1465 / Fax (408) 999-0889